

MEMORANDUM FOR: See Distribution

SUBJECT : Review Staff Files

1. Effective immediately all permanent record Review Staff files will be transferred to the custodianship of the Executive Secretariat.

2. In order to ensure that permanent record files of the Review Staff will remain intact and be readily available, requests for access to these materials will be levied on the Chief, Executive Registry. Documents should not be removed from these files other than for review on the premises or copying for authorized purposes. A record will be kept by the Registry Clerk, identifying the person and Agency component requesting the document(s). If a document is reproduced, Chief/ER will be advised and will make an appropriate entry in the file. If either the document or its content is to be used for purposes external to the Agency, agreement should be obtained from the originating office, and the approval of the undersigned is required. He will seek the concurrence of all interested offices and consult the DDCI or DCI as appropriate.

3. It is expected that the Legislative Counsel, General Counsel, and Inspector General, as well as the DDCI, will be the principal users of the Review Staff files. Their offices will levy requests directly to the Chief, Executive Registry.



B. C. Evans  
Executive Secretary

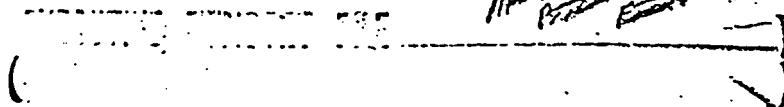
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